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Reviewed/revised:
Revision:

**MILWAUKEE COUNTY EMS  
ADMINISTRATIVE POLICY  
FLEXIBLE STAFFING  
IMPLEMENTATION**

Approved by: Patricia Haslbeck, MSN, RN
Approved by: Ronald Pirrallo, MD, MHSA
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**POLICY:**

A municipality is required to submit a flexible staffing proposal to Milwaukee County EMS for review and acceptance prior to implementation.

The proposal must be in compliance with the current Milwaukee County EMS State Plan and the Milwaukee County contract.

At a minimum, the proposal will address the following:

- Definitions of plan components
- The unit location and vehicle(s) involved in the change
- The schedule of when and how the unit(s) will be functioning
- The staffing of the unit(s), including the number of responders staffing the vehicle and their scope of practice
- Equipment and supplies to be carried on the vehicle must be consistent with ALS and PFR unit policies and must provide the responders with the necessary equipment to work within their scope of practice. It is assumed vehicles will be compliant with State of Wisconsin regulations.
- Medication storage
- Tracking/security of controlled substances
- Operational issues including transport policies
- Educational needs, if any, of the responders
- Documentation issues/requirements
- Evaluation of the plan
- Relationship to other providers

**PROCEDURE:**

The municipality will submit copies of the proposal to the Milwaukee County EMS Program and Medical Directors.

The Program Director will distribute copies of the proposal to the section managers for review, and will provide feedback to the host community requesting clarification or changes to the proposal.

Two original, signed, final copies will be submitted to the Program Director for signatures. When all Milwaukee County EMS signatures are obtained, one copy will be returned to the municipality and one will be kept on file at the Milwaukee County EMS Offices. The attached signature page must be complete prior to implementation.

The Program Director will report the acceptance of the proposal to the EMS Council, post the notice of change in the County EMS Plan on EMSS and notify the State Office via e-mail of the posting.

(Municipality) Fire Department Flexible Staffing Plan  
Approved By:

\_\_\_\_\_  
(Name)  
Fire Chief

\_\_\_\_\_  
Date

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John Chianelli, MS, OTR  
Director  
County Health Programs

\_\_\_\_\_  
Date

\_\_\_\_\_  
Patricia A. Haslbeck, MSN, RN  
Program Director  
Milwaukee County EMS

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ronald G. Pirrallo, MD, MHSA  
Director of Medical Services  
Milwaukee County EMS

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Date